

# CLASSIFIEDS



## PARAGON CABLE Human Resources Specialist - Recruitment

We are currently seeking an HR Specialist with a minimum of 2 years progressively technical, analytical and/or professional Human Resource work experience; or an equivalent combination of a college degree in HR Management or closely related field and HR experience. Proficient in computer applications including MS Word, Lotus 1-2-3, etc. You will be responsible for administering temporary staffing; recruiting, interviewing and coordinating staffing requirements with supervisors and managers; ensure recruitment/selection process is properly documented and maintained in accordance with established policies/procedure. Coordinate company events. You will also maintain EEO/AA data and assist in other HR reporting. Paragon offers a drug free work environment and a competitive benefits package including complimentary cable! A pre-employment drug test is required. Apply **now** at 3075 N. E. Sandy Blvd., Portland. **Hurry! Don't miss out!!!**  
Paragon is proud to be an Equal Opportunity/ADA Employer



## PARAGON CABLE Customer Service Supervisor

Supervises and directs the daily operations of the Customer Service Department phone unit, sales, quality control, correspondence, subscriber retention, and productivity. Motivates staff, administers job standards, coaches, disciplines and prepares job evaluations and appraisals. Minimum qualifications include high school or equip. Proven supervisory and project management experience in fast paced high call volume environment. Must have at least one year experience in working with a specialized phone system (I.E. AC and IV). Esp. scheduling staff to meet the needs of our valuable customers. MS Word & Excel. (Must be able to work 12-9 M-F and rotate Sat. 9-6.) We offer a drug free work environment and an excellent compensation/benefits package including complimentary cable! A pre-employment drug test is required. Qualified candidates may apply by sending a resume with salary requirements or apply now at Paragon Cable, 3075 NE Sandy Blvd., Portland.  
Paragon is proud to be an Equal Opportunity/ADA Employer

## Quality Control Inspector

**Long-Term, Part-Time**  
Powerforce, A Division of ACTMEDIA, is seeking experienced individuals to be quality control inspectors for banana warehouses in the Clackamas area. Must be able to work 4 hours/day, 3 days/week. Will be responsible for inspecting and testing of bananas. We are offering competitive hourly wages. Must be able to lift 40-50 lbs. and work on your feet. Will be required to pass testing for colorblindness. Interested applicants should call Powerforce at 800-440-1273 ask for Mr. Sagan.  
EOE M/F/D/V

**Community Safety Advocate** with the Multnomah County District Attorney's Office in the AmeriCorps Members for Neighborhood Safety program. Work as role model by removing graffiti, providing a positive influence on youth, and helping create a safer transit system. Looking for individuals with strong people skills who have an interest in community service. Benefits for ten months of full-time service include \$8,000 living allowance, tuition credit of \$4,700 and medical benefits. Send resume and letter of interest to Christine Kirk, 1021 SW 4th Avenue, Room 600, Portland, Or 97204 or call (503) 306-5829 with questions.

**Valley Commercial Bank** seeking qualified applicant for the position of **Teller Forest Grove**.

...Proven sales ability a plus  
...Prior teller experience required  
...Good customer service and cash handling skills  
...Strong attention to detail  
Please call (503) 315-2836 for an application or apply at the affiliate nearest you and forward to Human Resources, 702 Church St NE, Salem OR 97301.

Come grow with the "Super Community Banking" companies of West Coast Bancorp and its Affiliates: Commercial Bank, Valley Commercial Bank, Bank of Newport, West Coast Trust, West Coast Data Services and Bank of Vancouver.

**Equal Employment Opportunity Employer M/F/V/D**

## Rare Animal Expo & Natural Science Fair

Live Animal Trade Show & Sale  
Portland Expo Center Nov. 23, 1996 10 am - 6 pm, Nov. 24, 1997 10 am - 5 pm. More info (503) 981-2326 It's the Zoo! It's the Fair! It's the Worlds Largest Pet Store. Also Fossils, Rocks, Gems, Plants and More!  
Please call, Molly at (503) 981-2326 with estimate.

## Auto Mechanic Shop

Looking for Two  
Technician's.  
Fast Pace Business.  
NE Shop  
Good Pay and Benefits  
Call 287-2002

## Garlington Center Behavioral Healthcare

**Clinical Supervisor II** needed to supervise case management team serving adult CMI clients. Experience in program development, program coordination's, and staff supervision required. Knowledge of Assertive Community Treatment model preferred. QMHP, and Masters degree required. Ref #CS-CSS

**Alcohol and Drug Specialist** needed to serve as case manager for mentally ill and chemically dependent clients. Duties include providing community outreach, case management and therapy. Minimum 2 years experience dealing with substance abuse in mental health setting. QMHP and masters degree required. Ref# CM-M

**Child and Family Therapist** needed full-time. Duties include providing outpatient services to culturally diverse population of children ages 0-21. Experience with crisis intervention outreach and working with minority youth & families desirable. Masters degree in a mental health related field and 2 years clinical experience required. QMHP required. Ref# CH-CFT

**Intake Assessment therapist** experienced in assessment and brief treatment of adults. Experience with personality disorders, PTSD, crisis recidivists and CMI population. Minimum 2 years experience required. Group and family modalities a plus. Masters degree required. LCSW preferred. REF #AD-OP

**Receptionist** needed to work in mental health setting. Experience with high volume multi-line switchboard required. Other duties include greeting client and assisting with general office duties. Typing 45 wpm required. Competitive salary and benefits. Ref #RC-SC  
Closing Date: November 22, 1996

Competitive salary and benefits. Send/fax cover letter and resume to: Garlington Center, 911 N. Skidmore Portland, OR 97217 At: HR Fax: 249-8740 EOE. Committed to diversity. No phone call please. Contact our Job Line at 727-5947 for additional job opportunities.

## Port of Portland

Career Opportunities Information about career opportunities with the Port of Portland can be obtained by calling the Job Hotline at (503) 731-7480. Hearing impaired applicants may call TDD. (503) 731-7485. Applications for open positions are available at the Port's employment office, located at 700 NE Multnomah, 14th. Flr. Office hours are Monday through Friday, except Holidays, 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. The Port of Portland is an Equal Opportunity Employer.

## Cook

**\$1987-\$2517 per month**  
The Sheriff's office is actively recruiting for the position of cook at the jail. Under general direction of the Food Services Manager, the Cook will prepare meals, maintain kitchen equipment and supervise "inmate workers" who assist in the cooking, preparation and serving meals to the jail's population which will fluctuate from 450-600. The most competitive candidates will have education, training and experience in institutional cooking. Two plus years institutional cooking/training for large populations up to 600 preferred. Flexible shifts will include day and evening hours including weekends and holidays: days off may vary according to seniority. Working conditions will require standing on hard surfaces; bending and stooping and carrying and pushing items weighing up to 50 pounds. Must successfully pass background check and post-job offer, County paid, physical. Drivers license required at time of hire.

**County Employment Application Required.** Application materials available at Clackamas County Personnel, 904 Main Street, Oregon City, OR 97045, (503) 655-8459. Closing date Friday, November 2, 1996, 5:00 PM.  
**EEO Employer**

## Corrections Director

**\$50,635 - \$68,356 annually + 6.27% Def. Comp. + Police PERS**

The Sheriff's Dept. has a new position open for an experienced Corrections Director. Knowledge and skills in strategic planning, corrections administration, budgeting, personnel management, public administration; federal, state, and local legislation as applied to corrections programs is required. This individual will oversee the activities of the County Jail, Probation and Parole, and the Residential work release divisions.  
**County Employment Application Required.** Application materials available at Clackamas County Personnel, 904 Main Street, Oregon City, OR 97045, (503) 655-8459. Closing date: December 2, 1996, 5:00 PM. EEO Employer



## PARAGON CABLE Secretary

We are currently looking for an energetic and professional individual to support a VP of Customer Operations. We are a dynamic organization offering challenges and opportunity! Responsibilities include: correspondence, collecting and assembling data for presentations and reports, calculating commissions, answering phones, screening callers, and opening and distributing mail.

Qualified applicants will have a high school degree or equivalent with additional courses in general business, office procedures and computer applications. Thorough working knowledge demonstrated in Microsoft Word, Lotus 1-2-3, and Freelance. Minimum three years experience in an office environment required. Accurate typing at 60 WPM and 10 key skills preferred. May require close vision for CRT use and occasional lifting. Must be able to sit for long periods of time. Must be able to work overtime when needed.

Paragon offers a drug free work environment and a competitive benefits package including complimentary cable! A pre-employment drug test is required. Apply now at 3075 N.E. Sandy Blvd., Portland. Deadline for applications: 5:00 PM Nov. 15.

**Hurry! don't miss out!!!**

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**Bank Of Newport** is seeking qualified applicant for the position of **Customer Service Representative** in Newport.

...Banking experience preferred  
...Able to manage own time  
...Good customer service skills  
...Helpful to have knowledge of WordPerfect and Quattro Pro  
Please call (503) 315-2836 for an application or apply at the affiliate nearest you and forward to Human Resources, 702 Church St NE, Salem OR 97301.

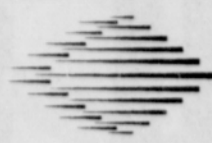
Come grow with the "Super Community Banking" companies of West Coast Bancorp and its Affiliates: Commercial Bank, Valley Commercial Bank, Bank of Newport, West Coast Trust, West Coast Data Services and Bank of Vancouver.

**Equal Employment Opportunity Employer M/F/V/D**

## CLERICAL

## Administrative Support Specialist 1

**We Need More Administrative Support Specialists** to work for the Legislature during the 1997 Legislative Session. Apply Now. Training begins in December, full time employment starts January 2, 1997 and ends approximately June 1997. Salary is \$1,571-\$2,065. For application information call (503) 986-1374 Fax: (503) 986-1684. This position may close at any time, without notice.



## EMPLOYMENT

ST. VINCENT dePAUL  
STAFFING SERVICES

Our vision statement is  
"Optimizing  
Opportunities for people  
with disabilities"

**We have job opportunities for you!  
State and local government.**

**Top Pay for long-term jobs.  
Excellent benefit package.**

★ **Executive Assistant \$7.75-\$11.50 per hour**

MS Word and Excel  
55 wpm  
Positive attitude

Available to work all shifts and weekends  
Portland Int'l Airport  
and Lloyd Center Business area

★ **Janitors \$6-\$7/hr**

Long term State Jobs  
35-50 lbs. lifting  
Jobs are bus accessible

Available now

★ **Customer Service State Jobs, Long Term**

High level of customer service  
40-50 wpm

**St. Vincent dePaul Staffing Services**

**232-8807**

500 NE Multnomah Ste 240

## When it comes to keeping Oregon healthy, we couldn't care more.

Since 1941, Blue Cross and Blue Shield of Oregon has relied on the efforts of our exceptional workforce to discover innovative routes to superior health care. Solutions like wellness programs, physician-direct care, and assistance to uninsured Oregonians. Our people understand that while quality often has a price, efficiency and intelligent strategies can keep costs to a minimum. If bettering the quality of life in Oregon sounds like a worthwhile pursuit to you, consider our possibilities.

### Health Care Analyst (Job #226)

You will research methodologies for statistical, clinical and economic studies design, integration of research projects for corporate product development, NCQA accreditation, clinical improvement studies, utilization measurement and management and economic profiling of clinical performance and resource consumption patterns. To qualify you must possess a Business, Statistic, Economic, Management Science, Nursing, Social Sciences, Public Health or Administration graduate degree as well as health care insurance, clinical, medical or pharmaceutical industries experience. Programming experience with SAS, SPSS, Systat or Minitab statistical packages; UNIX, IBM, or HP mainframes; ACCESS, FoxPro, dBase, or other SQL PC databases and any spreadsheet program.

### Facility Design Specialist (Job #401)

You will maintain and update floor plan installations and provide plans for space requirement allocations as well as monitor space footage. You will provide detail diagrams, specifying equipment and furnishings and research specialized and technical adaptations. An Associate's degree in Interior Design (or equivalent experience) and a minimum of one year experience utilizing the CAD system are required.

### Business Systems Analyst (Job #375)

You will work closely with end users and IS team members to develop interactive releases of key technologies to satisfy strategic objectives of medical and provider affiliates. Systems analysis and design experience using RDBMS is necessary (Oracle experience is preferred).

### External Audit and Investigations Officer (Job #386)

You will conduct, manage, analyze and monitor all aspects of company investigation activities related to provider, enrollee, vendor or employee fraud and abuse as well as manage and maintain an effective liaison with enforcement, regulatory and prosecuting agencies. The successful candidate will have two years' of college-level coursework in police science or criminal justice. Also, you must have extensive experience in criminal investigations and prosecution.

We offer competitive salaries and benefits package. Pre-employment drug screening is required and we support a smoke-free work environment. For more information about career opportunities, call our **Job Information Line: 1-800-231-1617**. To apply, please place the job # at the top of your resume or cover letter and submit to: **Blue Cross and Blue Shield of Oregon HMO, Human Resources, P.O. Box 1271, Portland, OR 97207-1270, TDD # (503) 255-6780**. We are strongly committed to equal opportunity in all phases of employment.



In Oregon, opportunity means great benefits, competitive salaries, and a large variety of careers available state-wide. Currently, openings exist in the following agencies:

### OREGON STATE HOSPITAL Dental Assistant

Permanent and temporary positions available in Salem, EFDA and Radiology Cert. required. Excellent benefits. Contact Dr. Kathleen McCann, (503) 945-2958 or TTY (503) 945-2996 for information and application packet. Closes November 22, 1996.

### DIVISION OF STATE LANDS GIS Project Coordinator

We are seeking applicants for a position located in Salem. This position requires a thorough working knowledge of ARC/INFO software and applications and proficiency in complex map compilation, computerized mapping techniques, database theory and applications and AML programming. To qualify: 4 years of experience equivalent to an executive assistant, administrative analyst, researcher or administrative officer which included administrative duties, provision of technical assistance or operations review. Two of the required years must have included administration or oversight of an on-going project or program. A Bachelor's degree in Geography or a closely related field which included coursework in computerized drafting or map making will substitute for two years of the required experience. However, there will be no substitution for the two years of administrative experience. Salary \$2,606 to \$3,472 monthly. Job announcements and applications may be obtained from

any local office of the Oregon Employment Department or from Division of State Lands, Personnel Office, 775 Summer St. NE, Salem, OR 97310. Phone (503) 378-3805, or hearing impaired individuals may call 1-800-735-2900. Completed application and test responses must be received by 5:00 pm on November 27, 1996.



### OREGON STATE UNIVERSITY Data Systems Specialist/ Faculty Research Assistant

Full-time, fixed-term annual appointment with renewal at the discretion of the hiring authority. Assumes major responsibilities for a wide variety of seagoing and shore-based information systems. Manages UNIX, DOS, Windows and Win95 systems, and shipboard and shore LAN's and Internet connections. Position requires some travel and seagoing duty, and moving/carrying/lifting moderately heavy items. Required qualifications include a BA/BS in Physical, Engineering or Computer Science; excellent C programming skills, mechanical aptitude; good verbal and written communication skills; and a driver's license. This position is based in Corvallis, Oregon. Salary \$35,000 to \$40,000 per year. To apply, send resume along with names, addresses and phone numbers of three references to: **Marc Willis, College of Oceanic and Atmospheric Sciences, Oregon State University, 104 Ocean Admin, Corvallis, OR 97331-5503**. Applications must be received by December 1, 1996. Questions about the position may be directed to **Marc Willis by phone (541-737-4622), electronic mail, (willis@oce.orst.edu) or fax (541-737-2470)**. OSU is responsive to the needs of dual-career couples.

These are just some of the current openings available with the State of Oregon. For additional information, a copy of the State of Oregon Application Form and more complete announcement listings, call the State Jobline (Oregonian Inside Line) (503) 225-5555 #7777, TTY (503) 378-4672, visit your local Employment Department, or log onto our web site at <http://www.dss.state.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.